



*Utah Board of Pardons and Parole*  
448 E. Winchester Suite 300, Murray, Utah 84107

## **GRAMA Records Request Form**

Please complete this entire form and provide all information as requested and submit to the address above. Incomplete or unsigned requests will not be considered. Only one record or record series may be requested per form.

All requests received via email will be answered via a PDF document returned to the same email the request was sent from, unless specifically requested otherwise.

### **SECTION 1 – REQUESTOR INFORMATION**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Offender # \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### **SECTION 2 – RECORDS REQUEST**

1. Pursuant to the Utah Government Records Access and Management Act (GRAMA), I am requesting a copy of the following record

---

---

2. With as much detail as possible, including information about the approximate month and year you believe the requested record was received or created by the Board of Pardons and Parole, please identify the record you are requesting.

---

---

---

**SECTION 3 – REQUESTOR’S LEGAL AUTHORITY TO RECEIVE RECORD**

*(Mark all that apply)*

- 1.  I am requesting a record that I believe is a **Public** record
- 2.  I am requesting a record that I believe is a **Private** record, **and** I am the **subject** of the requested record or an individual specified in Utah Code Annotated §63G-2-202(1) or (2). *Please provide documentation where appropriate.*
- 3.  I am requesting a record which I provided to BOPP.
- 4.  I have an order from a court of competent jurisdiction which authorizes release of the record (Note: A copy of the Order **must** accompany the GRAMA request).

**SECTION 4 – FEE WAIVER**

I hereby request that copies of these records be provided without charge based upon Utah Code Annotated §63G-2-203(4)(c) – *(Mark all that apply and explain how you meet the criteria and attach documentation as needed to support your claim)*

- 1.  Releasing the record primarily benefits the public rather than a person
- 2.  I am the subject of the record, or an individual specified in Subsection 63G-2-202(1) or (2)
- 3.  My legal rights are directly implicated by the information in the record, and I am impecunious
- 4.  Other *(please specify)*

---

---

---

---

---



**BOARD OF PARDONS AND PAROLE USE ONLY IF REQUEST IS RECEIVED IN WRITING  
RATHER THAN EMAIL (Emailed requests will already contain the information below)**

Date Request Received \_\_\_\_\_ By \_\_\_\_\_

Date Record Released \_\_\_\_\_ By \_\_\_\_\_

Date Request Denied \_\_\_\_\_ By \_\_\_\_\_

Copying fee \$ \_\_\_\_\_ . \_\_\_\_\_ Waived (Y / N) Reason \_\_\_\_\_